

# TOWN OF SOMERS

## Position Description

**Title: Senior Services Bus Driver**  
**Department: Senior Services**  
**Reports To: Senior Services Supervisor**

**Supervises: None**  
**FLSA Status: Part Time and**  
**Per-Diem – non-exempt**  
**Bargaining Unit: N/A**

### **Position Summary:**

Provides safe, reliable and timely transportation to senior and disabled citizens of Somers aboard the Dial-A-Ride bus. Provides high-quality service to all internal and external customers.

### **Major Job Duties:**

**Service:** Provides safe and reliable transportation to clients during Senior Center operating hours and other occasions when needed. Exhibits pleasant demeanor and active listening skills during regular client interactions. Complies with state DMV laws and regulations at all times. Maintains daily client transportation log for each shift worked and collects appropriate fees. Maintains vehicle incident logs, recording any and all equipment issues and driving incidents. Forwards all transportation and incident logs/fees to administrative clerk at Senior Center or Human Services Director at the end of each scheduled workday. Ensures that the Dial-A-Ride bus always has fuel for the following day, prior to returning bus to the garage. Immediately reports any maintenance/safety problems or issues with bus to Human Services Director. May be required to remove snow from vehicle at beginning of shift; assures that all windows are free of snow after vehicle has been parked. Maintains regular contact with Senior Center by cell phone while on duty, in the event of schedule changes. Uses best judgment with regards to transporting clients in times of inclement weather or other unsafe conditions. Maintain current physical forms as mandated by the State of Connecticut; informs supervisor asap if any changes to physical health occur that may effect performance of duties and safety of clients.

**Teamwork:** Works cooperatively with department staff members in delivery of transportation services to internal and external customers. Willingly provides support/coverage as necessary during staff shortages and/or slow seasons in assigned position. Reports any issues or difficulties with clients to the Human Service Director in a timely fashion. Demonstrates flexibility to the greatest extent possible with regards to work schedule changes. Serves cooperatively as a member of the town staff; provides constructive input to this Senior Bus team's discussions and actively participates in group issue identification and resolution.

### **Qualifications:**

- High school graduate or equivalent
- Current driver's license with "Class F" Endorsement
- Clean driving history
- DOT physical/drug screening clearance
- Clean criminal background check

### **Physical Requirements:**

This position primarily takes place in an outdoor environment, with walking to and from the Senior Center. At times the environment may have extensive traffic, weather issues, distractions

**Last Revision Date: 6/22**

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and noise. Frequently, interactions will involve inquisitive clients, who may be agitated regarding their inquiries. The incumbent must be able to:

- Safely operate multiple passenger van;
- Demonstrate and sustain sufficient stamina and good health to maintain DOT physical clearance;
- Pass random drug/alcohol screenings;
- Regularly speak with and listen to clients in a pleasant and respectful manner;
- Regularly sit and drive for periods in excess of one hour.
- Recognize the need for vehicle repairs and maintenance and communicate that need to Human Services Director.
- Read and comprehend written instructions.
- Apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Deal with problems involving a few concrete variables in or from standardized situations.
- Tolerate exposure to extreme weather conditions including heat, cold, rain and snow for short periods of time.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.